



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☐ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Seth Tyler Haymore
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 2/19/2020 Return: 2/21/2020
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington Destination: White Sulphur Springs Return City: _____
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Chief of Staff retreat. Attended all events on calendar.

7. Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
 - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box: ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: _____ Date: 12/17/2020

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Ted Budd Date: 12/17/2020

Signature of Supervising Member: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid for the trip: Congressional Institute

2. Travel Destination(s): White Sulphur Springs, WV

3. Date of Departure: February 19, 2020 Date of Return: February 21, 2020

4. Name(s) of Traveler(s): See Attached List

Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$84.04	\$222.50	\$144.77	\$397.91 - Room Rental
Accompanying Family Member				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box: ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand Date: February 27, 2020

Name: Mark Strand Title: President

Organization: Congressional Institute

I am an officer of the above-named organization. Signify statement is true by checking box: ☒

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

Telephone: 703-837-8812 Email: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Tyler Haymore
2. Sponsor(s) who will be paying for the trip: Congressional Institute
3. Travel Destination(s): White Sulpher Springs, WV
4. a. Date of Departure: Feb. 19, 2020 Date of Return: Feb. 21, 2020
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☒ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As a new Chief of Staff, I will be going on this trip to network with colleagues & learn best practices to do my job effectively.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? ☐ Yes ☒ No
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date 1/17/20



U.S. House of Representatives

COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: Congressional Institute
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box: ☒
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☒ **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): _____
See Addendum & Attached Invitation List
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☒ Yes ☐ No
6. Date of Departure: February 19, 2020 Date of Return: February 21, 2020
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): White Sulphur Springs
 - c. City of return: Washington, DC
8. **Check only one.** I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ **OR**
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ **OR**
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. **Check only one of the following:**
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☒
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- See Addendum
-
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: _____)
- b. Class of travel: Coach ☒ Business ☒ First ☒ Charter ☒ Other ☒ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
-
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): Wed-\$43, Thur-\$78, Fri-\$16
-
- 2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: The Greenbrier City: White Sulphur Springs, WV Cost Per Night: \$96
- Reason(s) for Selecting: Proximity to DC, Availability, Security & Facility size
-
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
-
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
-
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$90	\$236	\$138
For each Accompanying Family Member	\$90	\$0	\$111

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$467	Room Rental
For each Accompanying Family Member	\$467	Room Rental

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below: ☐ OR
b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand Date: 12/17/2020

Name: Mark Strand

Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone: 703-837-8812

Email: strand@conginst.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

February 13, 2020

Mr. Seth Tyler Haymore
Office of the Honorable Ted Budd
118 Cannon House Office Building
Washington, DC 20515

Dear Mr. Haymore:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for February 19 to 21, 2020, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:adw



Chiefs of Staff Conference
February 19-21, 2020



DOWNLOAD THE APP
TODAY!



Wednesday, February 19, 2020

10:00 AM	Bus Departs	Rayburn Horseshoe
2:00 PM	Check-In	Colonial Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Chesapeake Ballroom
3:05-4:05 PM	Lay of the Land David Winston, The Winston Group Myra Miller, The Winston Group	Chesapeake Ballroom
4:10-5:30 PM	Congressional Institute Study on Social Media Patrick Ruffini, Echelon Insights Kelsey Patten, Echelon Insights	Chesapeake Ballroom
6:30-9:00 PM	Reception & Dinner Keynote: The Honorable Jim Justice, Governor of West Virginia	Colonial Ballroom

Thursday, February 20, 2020

8:00 AM	Breakfast	Colonial Ballroom
9:00-10:00 AM	The 2020 Agenda Moderator: Mark Strand Dan Meyer, Office of Minority Leader Bill Hughes, Office of Minority Whip Kara Ahern, House Republican Conference	Chesapeake Ballroom
10:00-11:00 AM	Working with the White House Moderator: Mark Strand Michael McKenna, White House Office of Legislative Affairs	Chesapeake Ballroom

11:00-12:00 PM	Best Ethics Practices Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Chesapeake Ballroom
12:00-1:30 PM	Lunch Keynote: Charlie Cook, The Cook Political Report	Colonial Ballroom
1:45-2:45 PM	House Administration Committee Changes Moderator: Mark Strand Tim Monahan, House Administration Committee	Chesapeake Ballroom
2:45-3:45 PM	A Conservative Perspective on Congressional Reform Moderator: Bruce Patton, Rebuild Congress Initiative Jason Pye, Freedom Works Neil Bradley, US Chamber of Commerce John Malcolm, Heritage Foundation Jake Olson, Select Committee on the Modernization of Congress	Chesapeake Ballroom
3:45-6:00 PM	Break	
6:30-9:00 PM	Reception & Dinner Keynote: Yuval Levin, American Enterprise Institute	Colonial Ballroom
Friday, February 21, 2020		
8:00 AM	Breakfast	Colonial Ballroom
9:00-11:00 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Chesapeake Ballroom
11:15 AM	Buses Depart for Rayburn House Office Building	Hotel Lobby Entrance

COS - House Staff

First Name	Last Name	Institution	Job Title
Robert	Adkerson	Office of Rep. Loudermilk	Chief of Staff
Jeremy	Adler	House Republican Conference	Communications Director
Kara	Ahern	House Republican Conference	Chief of Staff
Mike	Albares	Office of Rep. Roby	Chief of Staff
Anna	Alburger	Office of Rep. Joyce (OH)	Chief of Staff
Eric	Amidon	Office of Rep. Zeldin	Chief of Staff
Dale	Anderson	Office of Rep. Lamborn	Chief of Staff
Taylor	Andreae	Office of Rep. Gallagher	Chief of Staff
Gary	Andres	Committee on Ways and Means	Staff Director
Jon	Anzur	Office of Rep. Keller	Chief of Staff
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Gabriella	Boffelli	Office of Rep. Gonzalez (PR)	Chief of Staff

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Casey	Bowman	Office of Rep. Herrera	Chief of Staff
Parish	Braden	Committee on Natural Resources	Staff Director
Jen	Bradley	Office of Rep. Rutherford	Chief of Staff
Matthew	Brennan	Office of Rep. Thompson	Chief of Staff
Chris	Brinson	Office of Rep. Rogers (AL)	Chief of Staff
Greg	Brooks	Office of Rep. Wenstrup	Chief of Staff
Stuart	Burns	Office of Rep. Posey	Chief of Staff
Jeff	Butler	Office of Rep. McHenry	Chief of Staff
John	Byers	Office of Rep. Hurd	Chief of Staff
Larry	Calhoun	Office of Rep. Yoho	Chief of Staff
Chad	Carlough	Office of Rep. Byrne	Chief of Staff
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Ryan	Carney	Office of Rep. Steil	Chief of Staff
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Jessica	Carter	Office of Rep. Rooney	Chief of Staff
Caroline	Cash	Office of Rep. Comer	Chief of Staff
Micah	Cavanaugh	Office of Rep. Wright	Chief of Staff
Anne Marie	Chotvacs	Committee on Appropriations	Staff Director
Andrew	Christianson	Office of Rep. Johnson (SD)	Chief of Staff
Michael	Comer	Office of the Whip	Digital Director
Chris	Connelly	Office of Rep. Hartzler	Chief of Staff
Derick	Corbett	Office of Rep. Woodall	Chief of Staff
Stephen	Cote	Committee on Financial Services	Staff Director
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Chris	Crawford	Office of Rep. Carter (GA)	Chief of Staff

Quincy	Cunningham	Office of Rep. Baird	Chief of Staff
Mike	Dankler	Office of Rep. Walorski	Chief of Staff
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Pamela	Day	Office of Rep. Young	Chief of Staff
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Katherina	Dimenstein	Office of Rep. Schweikert	Chief of Staff
Kelly	Dixon	Committee on Rules	Staff Director
Emily	Domenech	Office of the Leader	Senior Policy Advisor
Chris	Dones	Committee on Ethics	Counsel to Kenny Marchant
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John	Donnelly	Office of Rep. Graves (GA)	Chief of Staff
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John	Drzewicki	House Republican Conference	Policy Director
Will	Dunham	Office of the Leader	Deputy Chief of Staff for Policy
John	Dutton	Office of Rep. Harris	Chief of Staff
Kevin	Eichinger	Office of Rep. Jordan	Chief of Staff
Jaryn	Emhof	Office of Rep. Webster	Chief of Staff
Max	Engling	Office of the Leader	Deputy Member Services Director
Laura	Engquist	Office of Rep. Balderson	Deputy Chief of Staff
John	Etue	Office of Rep. Williams	Chief of Staff
Michele	Exner	Office of the Leader	Communications Director
Greg	Facchiano	Office of Rep. Smucker	Chief of Staff
Kathee	Facchiano	Office of Rep. Higgins	Chief of Staff

John	Ferland	Office of Rep. Massie	Chief of Staff
Lauren	Fine	Office of the Whip	Communications Director
Kevin	Fitzpatrick	Committee on Small Business	Staff Director
Paul	Fitzpatrick	Office of Rep. Meadows	Chief of Staff
Kevin	Fogarty	Office of Rep. King (NY)	Chief of Staff
Cameron	Foster	Office of Rep. Hern	Chief of Staff
Laura	Fullerton	Committee on Foreign Affairs	Deputy Staff Director
Steven	Giaier	Office of the Leader	Senior Policy Advisor
Cesar	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
Ellen	Gosnell	Office of the Whip	Director of Operations & Scheduler
Josh	Green	Office of Rep. Tipton	Chief of Staff
Michael	Grider	Office of Rep. Burchett	Chief of Staff
Drew	Griffin	Office of Rep. Latta	Chief of Staff
Josh	Grogis	Office of Rep. Cole	Chief of Staff
Hillary	Gross	Office of Rep. Gibbs	Chief of Staff
Connie	Hair	Office of Rep. Gohmert	Chief of Staff
Marty	Hall	Select Committee on the Climate Crisis	Staff Director
Mike	Hamilton	Office of Rep. McKinley	Chief of Staff
Aaron	Harris	Office of Rep. Gooden	Chief of Staff
Tyler	Haymore	Office of Rep. Budd	Chief of Staff
Hayden	Haynes	Office of Rep. Johnson (LA)	Chief of Staff
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Patrick	Hester	Office of Rep. Stefanik	Chief of Staff
Adam	Hewitt	Office of Rep. Davidson	Chief of Staff
Preston	Hill	Office of the Leader	Policy Advisor
Van	Hilleary	Office of Rep. Rose	Chief of Staff
Joan	Hillebrands	Office of Rep. Upton	Chief of Staff
Jim	Hippe	Office of Rep. Fleischmann	Chief of Staff
Liz	Hittos	Office of Rep. Billrakis	Chief of Staff

Chris	Hixon	Committee on Oversight and Reform	Staff Director
Nate	Hodson	Office of Rep. McMorris Rodgers	Chief of Staff
Brett	Horton	Office of the Whip	Chief of Staff
Michael	Hough	Office of Rep. Mooney	Chief of Staff
Adam	Howard	Office of Rep. Turner	Chief of Staff
Paul	Howell	Office of Rep. Kelly (MS)	Chief of Staff
Zach	Howell	Office of Rep. Katko	Chief of Staff
Bill	Hughes	Office of the Whip	Policy Director
Allie	Humes	Office of the Leader	Member Services Coordinator
Kyle	Jackson	Office of Rep. Bucshon	Chief of Staff
Jakob	Johnsen	Office of Rep. Rogers (KY)	Chief of Staff
Jim	Joice	Office of Rep. Watkins	Chief of Staff
Natalie	Joyce	Office of the Leader	Senior Advisor and Head of Strategy
Dave	Karvelas	Office of Rep. Buchanan	Chief of Staff
Joel	Katz	Office of Rep. Collins	Chief of Staff
Charlie	Keller	Office of Rep. Wagner	Chief of Staff
David	Keller	Office of Rep. Banks	Chief of Staff
Melissa	Kelly	Office of Rep. Olson	Chief of Staff
Dave	Kennett	Office of Rep. Calvert	Chief of Staff
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Carolyn	King	Office of Rep. Wittman	Chief of Staff
Kyle	Kizzier	Office of Rep. Mitchell	Chief of Staff
Allen	Klump	Office of Rep. Duncan	Chief of Staff
Kerry	Knott	Office of Rep. Aderholt	Chief of Staff
Joe	Knowles	Office of Rep. Fitzpatrick	Chief of Staff
Desiree	Koetzle	Office of Rep. Stauber	Chief of Staff
Jillian	Lane-Wyant	Office of Rep. Gaetz	Chief of Staff
James	Langenderfer	Office of Rep. Mast	Chief of Staff
RJ	Laukitis	Office of Rep. Walberg	Chief of Staff

Jason	Lawrence	Office of Rep. Scott	Chief of Staff
John	Leganski	Office of the Leader	Director of Floor Operations
Roz	Leighton	Office of Rep. Armstrong	Chief of Staff
Joe	Lillis	Office of Rep. Long	Chief of Staff
Hunter	Lipscomb	Office of Rep. Palazzo	Chief of Staff
Tony	Lis	Office of Rep. Bergman	Chief of Staff
Tim	Lolli	Office of Rep. Gonzalez (OH)	Chief of Staff
Michael	Lowry	Office of Rep. Dunn	Chief of Staff
Kelly	Lungren McCollum	Office of Rep. Griffith	Chief of Staff
Adam	Magary	Office of Rep. Cloud	Chief of Staff
Christopher	Maneval	Office of Rep. Emmer	Chief of Staff
Bret	Manley	Office of Rep. Davis	Chief of Staff
Josh	Mathis	Committee on Science, Space, and Technology	Staff Director
Deborah	Mazol	Office of Rep. Biggs	Chief of Staff
Matt	McCullough	Office of Rep. Bost	Chief of Staff
Moutray	McClaren	Office of Rep. Timmons	Chief of Staff
Chara	McMichael	Office of Rep. Weber	Chief of Staff
Carrie	Meadows	Office of Rep. Newhouse	Chief of Staff
Matt	Meyer	Office of Rep. Roe	Chief of Staff
Dan	Meyer	Office of the Leader	Chief of Staff
Katie	Meyer	Office of the Leader	Senior Policy Advisor
Carson	Middleton	Office of Rep. Foxx	Deputy Chief of Staff
Bruce	Miller	Office of Rep. Amodei	Chief of Staff
Matt	Miller	Office of Rep. Cline	Chief of Staff
Megan Bel	Miller	Office of Rep. Scalise	Chief of Staff
Wade	Miller	Office of Rep. Roy	Chief of Staff
James	Min	Office of the Leader	Deputy Chief of Staff & Counsel
Annie	Minkler	Office of the Whip	Deputy Floor Director

Jack	Minor	Office of Rep. Walker	Chief of Staff
Vivian	Moeglein	Office of Rep. Westerman	Chief of Staff
Steve	Moffitt	Office of Rep. Murphy	Chief of Staff
Tim	Monahan	Committee on House Administration	Director of Oversight
Lauren	Muglia	Office of Rep. Perry	Chief of Staff
Melissa	Murphy	Office of Rep. Rouzer	Chief of Staff
Luke	Murry	Office of the Leader	Senior Policy Advisor
Ben	Napier	Office of the Whip	Director of Floor Operations
Dave	Natonski	Office of Rep. Rigglesman	Chief of Staff
Mary	Noonan	Office of Rep. Smith (NJ)	Chief of Staff
Corey	Norman	Office of Rep. Curtis	Chief of Staff
Ryan	O'Toole	Office of the Leader	Cloakroom Floor Director
Jon	Oehmen	Office of Rep. Flores	Chief of Staff
Jake	Olson	Select Committee on the Modernization of Congress	Deputy Staff Director
Nancy	Peele	Office of Rep. Graves (MO)	Chief of Staff
Mark	Pettitt	Office of Rep. Brooks (AL)	Chief of Staff
Steve	Pfrang	Office of Rep. LaHood	Chief of Staff
Mark	Piland	Office of Rep. Norman	Chief of Staff
Jillian	Plank	Office of Rep. Nunes	Chief of Staff
John	Porter	Office of Rep. Arrington	Chief of Staff
Megan	Porter	House Republican Conference	Member Services Assistant
Kayla	Priehs	Office of Rep. Mullin	Chief of Staff
Chad	Ramey	Office of Rep. Luetkemeyer	Chief of Staff
Marty	Reiser	Office of the Whip	Deputy Policy Director
Bart	Reising	Office of the Whip	Director of Member Services
Tim	Reitz	Office of Rep. Hice	Chief of Staff
Becky	Relic	Committee on Budget	Staff Director
Brandon	Renz	Committee on Education and Labor	Staff Director

Craig	Roberts	Office of Rep. Shimkus	Chief of Staff
Brent	Robertson	Office of Rep. Marshall	Chief of Staff
Kyle	Robertson	Office of Rep. Pence	Chief of Staff
Ritika	Robertson	Office of Rep. Buck	Chief of Staff
Jamie	Robinette	Office of Rep. Spano	Chief of Staff
Kevin	Roig	Office of Rep. Graves (LA)	Chief of Staff
Mark	Roman	Office of Rep. Smith (MO)	Chief of Staff
Patrick	Rooney	Office of Rep. Meuser	Chief of Staff
Mary	Rosado	Office of Rep. Barr	Chief of Staff
Matthew	Russell	Office of Rep. Conway	Chief of Staff
David	Russell	Office of Rep. Moolenaar	Deputy Chief of Staff
Bobby	Saparow	Office of the Chief Deputy Whip	Chief of Staff
Paul	Sass	Committee on Transportation and Infrastructure	Staff Director
Megan	Savage	Office of Rep. Brooks (IN)	Chief of Staff
Matt	Schertz	Committee on Agriculture	Staff Director
Robert	Schroeder	Office of Rep. Carter (TX)	Deputy Chief of Staff
Michael	Seeds	Office of Rep. Thornberry	Chief of Staff
Dan	Sennott	Committee on Armed Services	Staff Director
Becca	Shaw	Office of Rep. Hollingsworth	Chief of Staff
Jeremy	Shoemaker	Office of Rep. Joyce (PA)	Chief of Staff
Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
Stephen	Siao	Office of Rep. Green	Chief of Staff
Matthew	Simon	Office of Rep. Lesko	Chief of Staff
Jordon	Sims	Office of Rep. Granger	Chief of Staff
Alison	Slagell	Office of Rep. Lucas	Deputy Chief of Staff
Lindsay	Slater	Office of Rep. Simpson	Chief of Staff
Katie	Smith	Office of Rep. Holding	Chief of Staff
William	Smith	Office of Rep. Palmer	Chief of Staff

Caleb	Smith	Office of the Leader	Digital Communications Director
Mike	Smullen	Office of Rep. Johnson (OH)	Chief of Staff
John	Sobel	Office of Rep. Cook	Chief of Staff
David	Sours	Office of Rep. Ferguson	Chief of Staff
Allen	Souza	Permanent Select Committee on Intelligence	Staff Director
Mark	Spannagel	Office of Rep. LaMalfa	Chief of Staff
Matt	Sparks	Office of the Leader	Head of Communications
Brittan	Specht	Office of the Leader	Senior Policy Advisor
Sarah	Stevens	Office of Rep. King (IA)	Chief of Staff
Matthew	Stroia	Office of Rep. Kelly (PA)	Chief of Staff
Peter	Su	Office of Rep. Hagedorn	Chief of Staff
Rick	Terrazas	Office of Rep. Hunter	Chief of Staff
Brian	Thomas	Office of Rep. Marchant	Chief of Staff
Tyler	Threadgill	Office of Rep. Kustoff	Chief of Staff
Jon	Towers	Committee on Veterans' Affairs	Staff Director
Chris	Tudor	Office of Rep. McClintock	Chief of Staff
Tom	Van Flein	Office of Rep. Gosar	Chief of Staff
Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
Ted	Verrill	Office of Rep. Abraham	Chief of Staff
Rachel	Vervelde	Office of Rep. Grothman	Chief of Staff
Chris	Vieson	Committee on Homeland Security	Staff Director
Beau	Walker	Office of Rep. Womack	Chief of Staff
Jennifer	Watson	Office of Rep. Rice	Chief of Staff
Drew	Wayne	Office of Rep. Reed	Chief of Staff
Austin	Weatherford	Office of Rep. Kinzinger	Chief of Staff
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Clay	White	Office of Rep. Stewart	Chief of Staff
Devlin	Wiser	Office of Rep. Bishop	Chief of Staff
Ina	Yahn	Office of Rep. Radewagen	Chief of Staff



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☐ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Seth Tyler Haymore
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: February 19 Return: February 21
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington DC Destination: White Sulphur Springs Return City: Washington
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Chief of Staff retreat. Meetings attended improved office management.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
 - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box: ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler:  Date: 12/17/2020

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Ted Budd Date: 12/17/2020

Signature of Supervising Member: _____

This session is extremely important to the rank-and-file chiefs since it allows them to dialogue with the leadership and provide feedback on the agenda.

Presenters: Mark Strand, President, Congressional Institute (moderator)
Dan Meyer, Chief of Staff, Office of the Minority Leader
Bill Hughes, Policy Director, Office of the Minority Whip
TBD, House Republican Conference

10:00 – 11:00 AM Working with the White House

Eric Ueland, the Director of the White House Office of Legislative Affairs (OLA), will speak about how the chiefs can work with the Executive Branch to advance the House Republican agenda. OLA staff will also discuss the Administration's agenda for the rest of the year.

This session is relevant to the chiefs' official duties because Congress must rely on the Executive Branch to carry out the legislation it passes, so the staff should learn best practices for working with them.

Presenters: Mark Strand, President, Congressional Institute (moderator)
Eric Ueland, Office of Legislative Affairs, The White House

11:00 – 12:00 PM Best Ethics Practices

Elliot Berke of Berke Farah LLP and Erin Clark of the National Republican Congressional Committee will speak about how congressional staff should avoid violating ethics rules, whether imposed by Federal law or House rule.

Acting in conformity with ethics rules is a condition of employment by the House for all congressional staff, so this session is extremely important to their official duties.

Presenters: Elliot Berke, Managing Partner, Berk Farah LLP
Erin Clark, General Counsel, National Republican
Congressional Committee

12:00 – 1:30 PM Lunch

Charlie Cook, the editor and publisher of The Cook Political Report, will deliver a keynote speech at lunch. Cook, a registered independent, is universally respected for his fairness in evaluating issues in American

politics. He cogently explains issues like how American politics and political culture has over the years and whether the legislative agenda represents the public interest.

This presentation relates to official duties since it is important for the staff to understand the evolution of American politics, the extent to which the legislative agenda reflects Americans' priorities, and how Members can more effectively represent the public's interest.

Presenter: Charlie Cook, Editor and Publisher, The Cook Political Report

1:45 – 2:45 PM

House Administration Committee Changes

The House Franking Commission recently updated the rules governing communications with constituents. Tim Monahan of the Committee on House Administration will explain the new franking rules.

Understanding how Members may use official resources to communicate with constituents is essential to representing the public effectively, so this session is very important to the staffers' official duties.

Presenters: Mark Strand, President, Congressional Institute (moderator)
Tim Monahan, Director of Oversight, House Administration Committee

2:45 – 3:45 PM

A Conservative Perspective on Congressional Reform

Jason Pye of FreedomWorks, Neil Bradley of the U.S. Chamber of Commerce, and John Malcolm of the Heritage Foundation will discuss institutional problems that Congress is facing today and how they can be reformed.

This session is crucial to the staffers' official duties since promoting a strong, healthy Congress will allow them to represent their constituents' interests; pass legislation; and hold the Executive Branch accountable in administering the laws that the Legislative Branch enacts.

Presenters: Bruce Patton, Rebuild Congress Initiative
Jason Pye, Vice President, FreedomWorks
Neil Bradley, Executive Vice President, U.S. Chamber of Commerce
John Malcolm, Vice President, The Heritage Foundation

6:30 – 9:00 PM

Reception & Dinner

Chiefs of Staff Conference
White Sulphur Springs, West Virginia

February 19-21, 2020

Mission Goals: This conference is designed to strengthen professional relationships among chiefs of staff, senior leadership and committee staff; educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Relevance to Official Duties: This Congressional Institute-sponsored retreat focuses on the important role of the chief of staff in congressional offices. It will provide the chiefs a forum where they can learn about communications, management and the legislative agenda so they can lead their offices more effectively.

Location: The purpose of travel to White Sulphur Springs is to take the chiefs to a venue that satisfies all four of the following criteria: 1.) far enough removed from Washington so they are not distracted by their day-to-day activities; 2.) yet close enough for them to travel to with relative ease; 3.) large enough to accommodate the entire group; and 4.) safe and secure. Additionally, the Congressional Institute has held events at The Greenbrier, so their staff are familiar with our needs.

ITINERARY

Wednesday, February 19 2020:

10:00 AM: Bus departs from Rayburn House Office Building

2:00 PM: Arrival at The Greenbrier by bus

Location: The Greenbrier, 101 Main Street West, White Sulphur Springs, WV 24986

3:00 – 3:05 PM: **Welcome**

Congressional Institute President Mark Strand will welcome attendees, provide an overview of the agenda, and address any necessary logistical matters.

Presenter: Mark Strand, President, Congressional Institute

3:05 – 4:05 PM: **Lay of the Land**

David Winston and Myra Miller, both of The Winston Group, will discuss results of research from recent focus groups and public opinion polls. Their recent research has focused on climate change, healthcare policy and impeachment.

This is relevant to the mission of the trip and the staffers' official duties because it will provide them a deeper understanding of how constituents think about climate change, healthcare policy and impeachment and it will also provide them with ideas on how they can communicate with their constituents about these issues.

Presenters: David Winston, President, The Winston Group
Myra Miller, Vice President, The Winston Group

4:10 – 5:30 PM:

Congressional Institute Study on Social Media

Patrick Ruffini and Kelsey Patten, both of Echelon Insights, will discuss the results of their report on how to communicate with constituents effectively using digital media. The study is based on a survey of both Republican and Democratic House staffers.

This is relevant to the mission of the trip because chiefs need to know the most effective ways to communicate with their constituents, especially since constituents increasingly receive their news digitally.

Presenters: Patrick Ruffini, Partner and Co-Founder, Echelon Insights
Kelsey Patten, Vice President, Echelon Insights

6:30 – 9:00 PM

Reception & Dinner

Dave Rubin, host of *The Rubin Report*, has been invited to speak about the importance of tolerance, free speech and independent thought in a democratic society. The speech is tentatively scheduled for about 30 minutes, followed by a Q and A for about 15-20 minutes.

Engaging critically, yet civilly, is essential for a healthy legislature (and democracy in general), so these themes directly relate to their positions as Legislative Branch employees.

Presenter: Dave Rubin, *The Rubin Report* (invited; not confirmed)

Thursday, February 20, 2020

8:00 AM

Breakfast

9:00 – 10:00 AM

The 2020 Agenda

Leadership staff will brief the chiefs about the legislative agenda for 2020. Rank-and-file chiefs of staff will have the opportunity to comment on the agenda and ask questions of leadership staff.